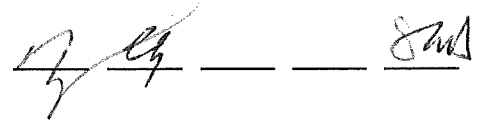


**BOARD OF SELECTMEN  
MEETING MINUTES  
12/6/11**



The Board of Selectmen met in the Town Hall, Joseph F. Bilotta Meeting Room as scheduled with Steven M. deBettencourt, Ernie Sund, Dave Matthews and Town Manager Kerry Speidel present, Tom Alonzo and Paula Bertram absent. Meeting opened at 7:00 P.M. with the Pledge of Allegiance

**PUBLIC COMMENT**

**ANNOUNCEMENTS**

Ernie - new program on Chanel 9 cable station exploring the Cowdrey Conservation Land later this evening and again later in the week.

Dave - Giftmart Announcement - The holidays are fast approaching; the third annual PTO sponsored Giftmart is on Saturday, December 17th. The Lunenburg Giftmart was created in 2009 because of a need in our own community. Due to a lagging economy we all find ourselves facing choices about where our money will go. There are families in our community who have no resources for traditions such as gift giving. Through the generosity of individuals and businesses Giftmart offers an opportunity for families in need to "shop" for free. The committee is collecting new, unwrapped items such as: Toys Holiday decorations, sports equipment or team apparel, toiletries, clothing (coats, sweaters, mittens, books, gloves, pajamas), holiday attire, DVDs, arts and crafts, CDs, ANYTHING YOU WOULD GIVE OR LIKE TO RECEIVE IS APPROPRIATE. Donations can be dropped off at the Lunenburg Public Library, the Boys and Girls Club at the Chester Mossman Teen Center and at New Outlooks through the week ending 12/16. To also be posted on the website.

Tree Lighting ceremony on the lower common tomorrow evening @ 6:00 PM.

**APPOINTMENTS**

**7:30 PM Amory Phelps, applicant for appointment to Historical Commission** – of 123 Leominster Road came before the board for an interview as she is interested in serving on the Historical Commission. Interested as she lives in the historical district and in an historic home and would like to give back to the community in that regard. She was a district sales manager for Xerox and has lived in many different states and gravitated to the historical communities. Has lived in Lunenburg for 12 years and believes she has a lot to offer the community.

Dave commented that we had another applicant in a couple of weeks ago and as such the members would like for a full board to be present before making their appointment.

**CURRENT BUSINESS**

**1. Review request to extend Cell Antenna Lease by T-Mobile for Town Hall location** – lease coming up for renewal and Kerry is following up with Town Counsel. She has surveyed local communities and we are on the high end of what other communities are receiving. Noted that they are looking for a 20% decrease in the rent. Still reviewing the information and will work to finalize for the board.

**2. Request to Adopt Statewide Mutual Aid Agreement** – Board will review the attached information that they received tonight. According to Kerry the state is looking to have all 351 communities to "opt in" to this program as members we could access equipment that neighboring communities may have if and when it is needed,. She has had the document reviewed by department heads and they are recommending the board adopt both the DPW and Public Safety Mutual Aid Agreements. She would like to address this again in January in order to be able to schedule people to come in to discuss with the board.

Ernie noted the lack of abutting cities not being on the attached list and questioned if there is any particular reason or whether they just haven't gotten around to accepting the agreements yet. Kerry will contact our neighbors that are not on the list and question what their intentions are with regards to these two laws.

**3. Request to Abate Ambulance Bill, Bill Number LB119675** – \$199.97 applicant received service in March 2011, Medicare has made payment and the \$199.97 is the balance due and applicant meets the eligibility to have this bill abated. Ernie move to abate in the amount of \$199.97, Steve seconded, voted unanimously. Dave questioned status of information on the ambulance billing increase that was requested previously from the Fire Chief. Kerry will check into this.

**4. Minutes/ Warrants/ Action File Issues** – no minutes. Warrants; #33 12, 12/6/11 - \$215,646.58, #34 12, 12/7/11 - \$158,633.40 & #12P12, 12/8/11 - \$671,355.74, also second quarterly water billing commitment reviewed and signed.

**5. Committee Report** – David Blatt, Green Community Task Force commented on the projects that have been done around town and looking at the charge the Green Community committee and questioned the board on what should they do moving forward, as the town meeting voted down the "Stretch Code" article. Dave believes that there still potential for it to pass, but doesn't think people are ready. Still too much uncertainty as to what the impacts would be. Ernie concurred and noted that town meeting was not well attended and should look at other venues to bring the information to the residents and perhaps bring it up again at the spring town meeting. Feels that the Task Force should remain, at least until this is brought up again with the questions answered that were posed last evening. David will do whatever they can to get this information out and look for different avenues, will need to discuss this with the board. Dave complimented on all the work that the committee has done and ultimately if we can show the people what could be realized in savings even if they pay up front first, they need to recognize that there will be savings long term.

Dave - School Committee meets tomorrow night and the reorganization committee will be providing their report. Kerry noted that yesterday she participated in a conference call with the Superintendent and the Massachusetts School Building Authority (MSBA) and they are now willing to work with us. We are at the point now where we need to be asking town meeting for funding for engineering/design and they (MSBA) wanted to know when we would be putting this before the town. Also, now is the time for the town to begin forming the "School Building Committee". Loxi is also reviewing the projected enrollments and the Superintendent will provide more information at the School Committee meeting tomorrow evening.

**6. Department Reports** – DPW Director Jack Rodriquez provided an update on the storm cleanup and Townsend Harbor/Mulpus Road intersection.

According to Jack, MEMA advised us of the state bid vendor, AshBritt and we were able to obtain their services and worked with them initially on the emergency clean up, which was at no cost to the town as MEMA picked up the costs for the initial cleanup within days of the storm. Decision was made to continue with AshBritt in lieu of going out to bid as we had compiled an estimate on the debris within the right of way. High end cost projection then was at \$250,000. There was since then the time lapse and the pressure mounted to remove roadside debris asap. A vote of this board allowed the residents to bring their debris curbside to get rid of the debris but by allowing the residents to bring their debris caused the volume to double and triple in some areas. Needless to say, the original numbers are dwarfed now by the increased volume. As such, the original estimate is likely to double. O'Brien Environmental Services (also state bid vendor) has been responsible for calculating the actual hangers and debris within the roadway. The material goes to Lancaster and as such we were able to share the expense of the monitors who gage the loads that come in from our town. DPW has been out each and every day cutting and chipping and removing those hangers. Provided a cumulative totals provided from O'Brien's. Police details and monitors are part of each cleanup crew and is part of the FEMA reimbursement. They also work a full day on Saturday and Sunday. Estimates that we're just over 1/3 completed, northeast section of town was the hardest hit.

Kerry questioned 1/3 of town or 1/3 of debris and according to Jack, we're at 1/3 of the town. He estimates that the cumulative totals will be less than three times what is currently reported as we've been concentrating on the heaviest hit areas of town. Difficult to estimate how many more days would be involved in the cleanup as it's difficult to know how many trucks/crews will be in town. We had planned on a December 15<sup>th</sup> date and they're still holding close to that date, weather permitting.

Ernie questioned how we could have a faster response so that we don't have this type of response from the residents that would increase the debris within the right of way; a faster way to get the inspection done so that we don't have this accumulation of debris.

Jack would like to piggy back with Leominster for pre-disaster contract for cleanup as they are currently working on drafting a bid document and would therefore already have a vendor available to set into motion clean up processes faster. People should take care of their own property, they seem to have an expectation as a result of the ice storm that the town is going to take care of the debris. Flip side is, is this something that we're going to provide to our residents?

Ernie questioned if we were to go with the Leominster bid, would we still be eligible for reimbursements?

According to Jack, they (vendor) would be required to follow the (MEMA/FEMA) guidelines. The appropriate way to be prepared is to have a vendor in place. Residents should know that for every pile that is put curbside, it ultimately will be a cost borne by the residents of the town.

Kerry noted that if we had a vendor in place, it would have saved us days but not weeks. We couldn't have gotten out much more than a week sooner based upon the information that was received from MEMA/FEMA. It's a very difficult and frustrating issue to deal with as telling people not to put debris by the side of the road is not going to prevent them from doing that. We're either going to do it, or not going to pick it up and don't know how we don't do it.

That is why Ernie is questioning why and if we could get a faster response to limit the amounts that are placed out there.

Kerry believes that we have to communicate to MEMA and FEMA what our needs are as she believes their response was much faster from the 2008 storm, we need them to react faster.

According to Jack, there is a protocol that the vendors would have to comply with and noted that we're a service community and not here to judge what people do.

Dave noted that the reason the board decided to go with the cleanup the way we did was because we're anticipating FEMA reimbursement and as the days went on the piles got higher and higher. We took the information that was given to us and waited for FEMA to give us the information and we moved forward. Either way we're going to have a substantial amount of money that we'll have to come up with to clean up the town and we'll have to deal with this in the spring town meeting.

Steve believes that the quickest response we could have had would have been the cheapest. Questioned how large is DPW crew as far as manpower. Jack reviewed the attached staffing levels with the board and noted that all except for the Administrative Assistant were out during the storm.

**7. Town Manager Reports** Municipal Aggregation has been approved, reviewed the attached memorandum to the board dated December 6, 2011. For rate payers that choose to participate in this, they will essentially have a flat rate increase in the next 12 months. At some point we could join with other communities where we would be able to bid in the wholesale market. Commended Unitil as they have been working with the Town and the Department of Public Utilities in this process. Ready to put this rate into effect for January 1<sup>st</sup> 2012 and all customers will automatically be enrolled, customers will be provided with a card should they decide to "opt out" at any time. Kerry will place information on the website by Thursday, as far as she is aware we are the second town to offer this opportunity to its' residents.

Kerry reviewed the attached information on staffing levels within the DPW Department. The vacancy in the Parks division became vacant this past year. Kerry and Jack have met with the Park Commissioners and determined the best and most efficient way to get the workload done would be to contract out many of the duties or have them provided by a part time seasonal laborer. This was the process that we did this past year and agreed that we would follow this again next season. Two other vacancies, equipment operator and facilities maintenance positions are both being advertised and anticipate having those positions filled by the end of this year.

Ernie requested a project list from the DPW Director on all the projects that they are involved with and where each one stands, special projects that should be on a schedule, so that they don't get put aside. Kerry does have a draft and it was her intent that during the budget process, this will be submitted. She is putting together on an annual basis, the workload, say in the spring and given the current staffing levels how long would it take to complete three months worth of work.

Ernie would like to know where the particular problems lie and how could we get them organized and accomplished in a timely manner. Steve questioned whether there is currently a work order system in place and according to Kerry we do and have been more diligent in utilizing this system.

**Update on Street Light Issue** – Kerry has continued to work with Unitil on this, will provide future update.

**Update on October Storm** –

**Update on Temporary Fix to Mulpus Road / Townsend Harbor Road intersection** – Kerry will schedule tree trimming and installation of signage with the DPW Director.

## **OLD BUSINESS**

## **COMMITTEE APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS**

### **1. Historical Commission -**

## **EXECUTIVE SESSION**

None

## **UPCOMING MEETING SCHEDULE**

December 13, 2011

December 20, 2011

Being no further business board voted unanimously to adjourn Regular Session at 8:20 P.M.

Respectfully submitted,

Laura Caron-Gustus, Chief Administrative Assistant  
Board of Selectmen

# Town of Lunenburg

## BOARD OF SELECTMEN

17 Main Street P O Box 135  
Lunenburg MA 01462-0135

David J. Matthews, Chairman  
Thomas A. Alonzo, Vice-Chairman  
Carl "Ernie" Sund, Clerk  
Steven M. deBettencourt, Mbr.  
Paula Bertram, Mbr.



978-582-4144, FAX 978-582-4148

Office Hours  
Mon, Wed, Thu. 8:00 AM - 4:00 PM  
Tues. 8:00 AM - 6:30 PM  
Fri. 8:00 AM - 12:30 PM

**Kerry A. Speidel**  
Town Manager

Laura Williams  
Chief Admin. Asst.

## MEMORANDUM

To: Board of Selectmen

KAS

From: Kerry A. Speidel, Town Manager

Date: December 6, 2011

Subject: DPW Staffing Levels

You have requested that I provide an update on staffing levels within the Department of Public Works. The Department employs the current staff.

### Administration:

1. Director, Jack Rodriquez
2. Administrative Assistant, Amanda Moore

### Facilities:

3. Facilities Manager, James Breault
4. PT Building Maintenance, Vacant

### Sewer Enterprise:

5. Sewer Business Manager, Barbara Lefebvre
6. Sewer Technician, Corey Dowd

### Highway

7. Highway Supervisor, James Gendron
8. Equipment Operator, Joe Progin
9. Equipment Operator, Mike Roberts
10. Equipment Operator, Vacant

Cemetery:

11. Cemetery Supervisor, Greg Bingham

Fleet Maintenance:

12. Dana Thibeault, Mechanic
13. Greg Smith, Mechanic's Assistant

Parks:

14. Parks Supervisor, Vacant\*\* duties contracted out or provided by temporary, seasonal labor, per agreement with the Parks Commission

Presently there are two vacancies: Equipment Operator and PT Building Maintenance. Both positions are currently advertised and the positions are expected to be filled by the end of the calendar year. The Equipment Operator position recently became vacant when the incumbent, Greg Smith, transferred from that position to the Mechanics' Assistant position last month, upon the retirement of Peter Fiandaca. The PT Building Maintenance position had been filled on a temporary basis with the anticipation that the temporary employee would be converted to regular status, however, the incumbent was let go for performance issues.

It is my intent to include funding for a FT Building Maintenance position in the FY13 budget, as well as to include funding for a minimum of one additional staff member within the Highway Division. Please let me know if you have any additional questions.

/kas

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**Kerry A. Speidel**  
Town Manager

Laura Williams  
Chief Admin. Asst.

## MEMORANDUM

**To:** Board of Selectmen

**From:** Kerry A. Speidel, Town Manager

**Date:** December 6, 2011

**Subject:** Municipal Electric Aggregation

Last week, we received approval of our Municipal Electric Aggregation petition filed with the Department of Public Utilities on March 24, 2011. The approval process was lengthy, far lengthier than anticipated, due to the fact that our petition was considered by the DPU with similar petitions filed by the Town of Ashland and the Town of Lanesborough. These two communities are served by National Grid and Western Massachusetts Electric Company, respectively, who were not as prepared to address the issues of aggregations, as was our electric utility provider, Unitil.

Upon receiving approval of our petition, Colonial Power, our consultant, immediately solicited bids from electric supply brokers. Bids were received from ConEdison Solutions and Gexa Energy. These bids are "indicative bids," meaning that they are not 100% firm until a contract is signed. Based upon these bids, it appears that the best option to accept is a 1-year lock from ConEdison Solutions at a rate of 7.41 cents per kWh. Colonial Power indicated that rates this low on the retail market, haven't been seen since prior to Hurricane Katrina, which was in Spring 2005. As such, I have asked Colonial Power to prepare the contract documents for signature.

Unitil has recently bid its supply for the period of December 1, 2011 – May 31, 2012. Unitil received a bid of 8.175 cents per kWh. This savings of 0.765 cents per kWh translates into a savings of approximately \$7 per month for the average household.

As a point of reference, the Town receives a rate of 6.96 cents per kWh under its municipal building aggregation plan. This rate is more competitive for the following reasons:

1. We are able to procure supply on a wholesale market due to the size of the aggregation;  
and

2. The payment risk to the wholesaler is nearly non-existent as all customers in the aggregation are municipalities.

If enough municipalities aggregate their residential and commercial supply, we may have an opportunity to bid on the wholesale market at some point in the future.

We are in a position to offer this rate effective January 1, 2012. Next week, all Lunenburg customers will receive notification from the Town of this opportunity. Included in the notification will be an "Opt-Out" card. Anyone not wanting to participate in the aggregation can simply return the Opt-Out card. An Opt-Out card can be submitted at any point in time.

This is truly a great opportunity for Lunenburg residents and businesses to save money by participating in the Municipal Aggregation Plan.

/kas

## Company

	ConEdison Solutions	Gexa Energy
<b>TERM</b>		
<b>Jan-May 2012</b>	0.0771	0.07751 (Res) 0.07524 (Comm)
<b>Jan-Dec 2012</b>	0.0741	0.07516 (Res) 0.0731 (Comm)
<b>Jan 2012-Dec 2013</b>	0.075*	0.07694 (Res) 0.07475 (Comm)
<b>Jan 2013-Dec 2013</b>	NA	0.07851 (Res) 0.07619 (Comm)
<b>Jan 2014 – Dec 2014</b>	NA	0.08236 (Res) 0.07987 (Comm)
<b>Jan 2012 – Dec 2014</b>	NA	0.07853 (Res) 0.07625 (Comm)